

**PURCHASING
STAFF RETREAT
AUGUST 24, 2015**

Sale of Delinquent
Tax Property

PROPERTY LIST PASSED TO PURCHASING DEPARTMENT

- When the Clerk & Master and the County Executive's office has exhausted any possibility of selling the property, and
- When the Back Tax Committee has recommended a lower bid price and County Commission approves a resolution to lower the price and to waive all taxes, fees and fines...
- The property is then passed to the Purchasing Department to sell as surplus county property.

THE PROCESS

PURCHASING DEPARTMENT

- When the property list is received by the Purchasing Department, the following steps are taken.
 - An inspection of the properties with Building & Grounds staff to determine if the properties require any measures to secure the property either for safety or to protect the asset.
 - The Building & Grounds staff also checks to see if there is any routine maintenance issues
 - If necessary, post the property “no trespassing”.

PROPERTIES ARE PRIORITIZED

- After the inspections are made, it is determined which properties should be sold first. Typically those properties that may require more attention in maintaining or has safety issues will be sold first.

PRIOR TO GOING TO INTERNET

- The following are the steps performed by Purchasing staff to sell the property:
 - Photographs and videos are made of the property.
 - Data is collected from the Property Assessor's office, the tax card, aerial photograph, etc.
 - An add is placed in the Roane County News periodically advertising the sale of the properties. Ads are also placed on the bulletin board outside the Purchasing Department.

PROPERTY AUCTION BEGIN

- A sign is posted on the property and flyers are given to the adjacent property owners.
- Once the property information has been gathered, the pictures and videos are ready, the signs have been posted, and adjacent property owners notified, the property is posted on the GovDeals website.

THE AUCTION

- The property is left on the GovDeals website for a minimum of seven (7) days. The number of days could vary based on the quality of the property.
- At the end of seven (7) days, GovDeals declares the property sold to the highest bidder.
- The buyer is given ten (10) days to pay for the property. This may be negotiated if necessary.

THE PROPERTY IS SOLD

- When the property is paid for, Purchasing staff contacts the County Attorney to prepare a tax deed.
- The County Executive executes the deed and title passes to the new owner.
- Purchasing staff registers the deed with the Register of Deeds prior to send the deed to the new owner.